



Casa Esperanza Montessori  
Parent Faculty Meeting 8/8/17

**8 August 2017 / 8:00 AM / Faculty Lounge**

**Executive Officers: Anika McClendon, Heather Worrell, Co-Presidents; Debra Perdomo, Lillian Zeitouni, Co-Vice Presidents; Danielle Whysall, Treasurer; Wendy Pineda, Secretary**

Members Present: Nicole Flores, Niome Krauskopf, TeeJay Lanspery, Michelle Lucas, Carrie Le Chevallier, Jenny Goguen, Rachel Banyal, Valerie Jong, Itnuit Janovitz, Sarah Slipsky, Jess Fass, Erin Huckel, Kerri Schmidt, Adrienne Scigliano, Meghan Antonopoulos, Sindy Salcedo, Freya Walker, Jenn Gerdtts, Zenobia Simmons, Ibis Nunez

**AGENDA**

1. Welcome/Meeting called to order Anika
2. PFA Role and Mission statement Wendy
  - a. Wendy went over officers roles
3. Nomination Committee Jenny
  - a. Candidate announcement
    - i. Jenny reviewed who was on the committee
    - ii. Nominations
    - iii. Anika - President
    - iv. Itnuit Janovitz and Kerri Schmidt - Vice president
    - v. Wendy - Secretary
    - vi. Bryan Lanspery - Treasurer
    - vii. Anyone can write down a name of someone that they want to nominate and turn in to Wendy before the meeting is over.
    - viii. Lillian understood that people who were suggested to be nominated online, will all be on the ballot.
    - ix. Discussion about intent of email vs wording of email
    - x. Sarah Slipsky reread email aloud
    - xi. Anika reviewed past years. Referred to the bylaws about the role of the nominating committee.
    - xii. The election is Sept 12 so the ballot needs to be finished by Aug 12 which is 4 days from now.
    - xiii. Danielle wants to print out the list of nominations from the community
    - xiv. Meghan explained the role of the nominating committee and stated that the other names could be included in the meeting notes.
    - xv. Itnuit stated that she is still confused about how the process works.
    - xvi. On the meeting minutes we can list the people who were nominated and then add if they did not want to accept the nominations.
    - xvii.
  - b. Election protocol recommendations
    - i. Meghan stated that we need to decide and vote on protocol
    - ii. Do we want bios for the nominations to help inform voters
    - iii. The Executive board also needs to decide what the ballot looks like
    - iv. Meghan also suggested that the Executive Board votes on who creates the ballot. It is not stated that the nominating committee does that specifically
    - v. Meghan also suggested that the position of president should be singular or a team on the ballot if you know that you will work well with that person. They should have complimentary skills
    - vi. Danielle stated that the EB voted to have 2 presidents so the Nominating committee should have listed 2 people
    - vii. Meghan restated we need to decide how to form the ballot to ensure that we have complimentary people.

- viii. Debra explained that we need to decide if we take the top two candidates or if we choose teams to put on the ballot. We should not penalize a person who would not have anyone to run with.
  - ix. Jess - Should we state in the bios what the skills are so that people balance each other.
  - x. Itnuit - the community votes, so we do not need to make decisions about who has the right skills - just present it to the community
  - xi. Sarah restated that the discussion is about how the ballot would look
  - xii. Danielle stated that 4 days is not long enough to work this out
  - xiii. Sarah stated that we have been having this discussion since last May
  - xiv. Anika stated that we need to move on. The Executive Board will need to meet and decide.
  - xv. Debra - The executive Board will need to vote and get the process
  - xvi. Tee Jay suggested a boiler point so that all of the candidates answer the same questions.
  - xvii. Erin stated that all of this discussion over the process is frustrating - especially since the nominating committee spent so many hours already working on this.
  - xviii. Sarah - What do we do with a tie? There is less likelihood to have that with teams on the ballot
  - xix. The Executive Board will have to meet to vote
4. Committee descriptions and ways to volunteer Heather
- a. Programs and Events Anika
    - i. Winter Carnival
      - 1. Kerrie Schmidt
      - 2. Sign up to volunteer
      - 3. It will be held in Jan
      - 4. We need to schedule it a year in advance
      - 5. It may be Jan 27
      - 6. Planning will start in Oct.
    - ii. Casa Connections
      - 1. Have been doing it for 4 years
      - 2. Usually after school.
      - 3. Parents and students are invited to connect with each other
      - 4. Would like another volunteer to co chair this with her
      - 5. First one is next week
      - 6. If you bring something to share, save your receipt and turn it into the PFA
    - iii. Book Fair
      - 1. Julie Stevenson
      - 2. Needs volunteers to help with specific parts of
      - 3. Publicity, help that week,
    - iv. Garden Committee
      - 1. Meghan reported that they have already started this year and reorganized a bit
      - 2. Need volunteers but do not have all the specific details fleshed out yet.
      - 3. We have 4 lead teachers
      - 4. Whole Foods grant gave us new soil
      - 5. Also want to provide kits to the classrooms with science journals, microscopes, etc.
      - 6. TeeJay would like to volunteer right now
  - b. Hospitality Heather
    - i. Family Nights
      - 1. Restaurant nights
      - 2. McTeacher night
      - 3. Jason's Deli - Lilian has the contact info
      - 4. Triangle Rock Club
      - 5. Need someone to coordinate Family nights
      - 6. We would like to have one once a month or once a quarter
    - ii. Teacher Appreciation(Luncheons, Birthdays,)
      - 1. We try to have a luncheon once a month
      - 2. Julie Stevenson and Heather work together on this
      - 3. Need a volunteer for staff bday cards
    - iii. Uniform Swap
      - 1. a few proposed dates awaiting approval. Typically items dropped off at front desk with Celeste and Laura Chapman will organize and sort. Don't have to donate to receive. At both new parent meet and greet as well as meet the teacher uniforms were available for parents to look through
    - iv. Sunshine (Gratitude)

1. this committee writes thank you cards to businesses and individuals that donate items, money, time to an event. This is a task that can be done by someone at home.
- c. Communications Debra
- i. Newsletter
    1. Newsletter is produced quarterly. Deb and meghan work on it together. Deb primary contact with admin and faculty for information to be placed in newsletter. Meghan works primarily on design and layout. Typically there is a theme for the newsletter. The first one this year will be educating new families. There are 4-5 translators however they most work full time. Intuit volunteered to be a translator as well.
    2. Posting the newsletter on the website to determine approx number of views.
    3. Newsletter should work on identifying the different voices active at the school (PFA, Administration, Board)
  - ii. Yearbook
    1. Two parts: business side and layout/design side. Jennifer Fuller will assist with yearbook again this year. She helped with layout and pictures. Deb worked on marketing and taking orders (PDA's and yearbook) Meghan designed the PDA form. Need volunteer to help with PDA's and order taking.
  - iii. Website
    1. Meghan and Deb worked on the website. Website going through renovation
    2. Helpful to have someone who has knowledge of web design and layout
    3. Facebook: Jenny G updates facebook page. New this year Pam seymour will also be updating with pictures about 2x a week. She has access to the list of children who can't be photographed.
  - iv. Translators
    1. There are 4-5 translators however they most work full time. Intuit volunteered to be a translator as well.
- d. Fundraising Lilian
- i. Silent Auction
    1. Solicit donations from area businesses and classes create a project based on a theme. Most projects were sold. Also sold posters that were created for cultural presentations. Will tie in with Flesta this year again? Used facebook for initial bidding and final bidding at Flesta, people were able to pick their items up after Flesta.
    2. Need volunteers to solicit. Who are able to network
    3. Possibly shared spreadsheet between Winter Carnival and Silent Auction so that area businesses don't have us soliciting twice.
    - 4.
    5. Viva Casa also gets items donated for an auction however that is a Casa Board fundraiser.
  - ii. Fun Run
    1. initially started to help raise money for the playground. Jenny would lead again this year.
  - iii. School pictures
    - 1.
  - iv. Terracycle
    1. organized trash to raise money. Constantly changing campaigns for items that are accepted for money. Usually on a waitlist to become a part of new campaign. New to send a updated flyer of acceptable Terracycle items home and post on Facebook.
    2. Give laminated color flyer to teachers along with baskets for getting increased class participation. Kerri Schmidt volunteered to laminate flyers.
    - 3.
    4. No fuss fundraiser flyer needs to be send home in friday folders
5. Treasurer Report Danielle
6. Touch Tank Anika
- a. TeeJay and Rachel Banyal have volunteered to help maintain the tank. All agree it's a unique feature within school. Ask Miya for key for Touchtank
7. Head of School Sra Nunez
- a. New teacher Sra. Perdomo has arrived from Spain where she lived for last 17 years. Shes' originally from Colombia and has three children who are attending Casa. 8th,3rd,1st? Sra Bush will help her transition for the next two weeks.

- b.
  - c. Bog connected to the Read to Achieve Law passed by the legislature in 2012 that specifies that all 3rd graders must pass EOG in order to be passed to the next grade.
  - d.
  - e. Eliminating MAP testing. It's not the best formative assessment for teachers to use. Report cards are being redesigned to take MAP scores off of them. The decision to eliminate was based on teacher feedback and a decision made by consensus.
  - f.
  - g. MClass will continue to be utilized for K-3, excellent tool for assessing reading comprehension.
  - h.
  - i. School Improvement Process- take educational piece and develop top priorities, create smart goals for different grade levels. This process will lead to develop a database of resources for teachers, PFA and Board.
8. Questions, Comments, & Closing Heather
- a. Can PFA purchase cameras to be used for school specific events (Winter Carnival, Flesta, etc.)? Can design software also be purchased (photoshop)?
  - b.
  - c. Questions about budget: bookfair and Scrip.
  - d.
  - e. Can we incorporate a faculty sponsor to help with the yearbook?
  - f.
  - g. Pam seymour in charge of student council
  - h.
  - i. MG would like access to a good camera for Entrepreneurship projects.
  - j.
  - k. Sarah Slipsky is willing to teach a class on how to use photoshop
  - l.
  - m. PFA will sponsor an solar eclipse viewing during a Casa Connection.
  - n.
  - o. Sra. Nunez will give a blanket educational opportunity for children being checked out early on August 21. Kerri Schmidt and Jenn Mattie will send communication to parents about viewing party and materials needed to make viewing glasses. Will have solar themed treats available.
  - p. Sra Nunez will write instructions for parents to check their children out from school on the 21st. Can PFA look into purchasing a defibrillator. ( Look into potential grants or partnerships)
  - q. How to get all teachers CPR and First Aid certified. (Some hospitals offer free courses)